

# **Montana Local Technical Assistance Program**

## **Work Plan and Budget**

July 1, 2006 – June 30, 2007

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Prepared for the

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DEPARTMENT OF TRANSPORTATION

RESEARCH PROGRAM

in cooperation with the

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FEDERAL HIGHWAY ADMINISTRATION

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## Introduction

The Montana Local Technical Assistance Program (LTAP) began operations in January 1983 as the Rural Technical Assistance Program. Funding support for the program is provided by the Federal Highway Administration (FHWA), the Montana State Legislature (gas taxes from counties and cities), Montana State University (MSU), and the Montana Department of Transportation (MDT).

This work plan and budget provides the basis for Federal, State and University funding from July 1, 2006 through June 30, 2007. Expenditures reflect an estimate of last year's expenses and projected goals for the program during the 2006-2007 state fiscal year. As the work progresses, it may be necessary to move monies among the tasks and expense categories; however, the total amount will be adhered to. Salaries stated are estimates. The University reserves the right to provide cost of living increases based on provisions from the Montana Legislature. The following work tasks describe activities that are proposed during this time frame.

## Task A – Compile and Maintain a Mailing List

The mailing list is adjusted as people change positions or new people become interested in training. It is updated in a number of ways including; (1) call-in requests, (2) address change forms included in the LTAP newsletters, and (3) requests received at workshops/conferences. This year LTAP will make an effort to assure that the newsletter reaches those who could benefit from the training. As positions in local governments change, old names should be deleted and new names added. A close look at out-of-state mailings should help reduce costs. Table 1 shows the amount of money budgeted (direct costs) for this task.

**Table 1: Mailing List Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$1,088.44
Benefits @ 47%	511.56
Supplies/Communications	100.00
<b>Total Direct Costs:</b>	<b>\$1,700.00</b>

## Task B – Publish a Quarterly Newsletter

The LTAP Quarterly Newsletter will continue in the same format as in the past and will include:

- (1) a lead article that demonstrates local expertise in a specific area;
- (2) articles of interest to local agencies, past or upcoming conference articles such as new regulations that affect local government operations;
- (3) announcements of training sessions, conferences, etc., in which local agencies might have an interest;
- (4) new videotapes and publications available from the LTAP lending library; and
- (5) the annual calendar of training.

It is LTAP's goal to increase the number of original articles published in the newsletter. As such, articles will be solicited from a variety of sources including MDT, MSU, FHWA and local government personnel. Michele Beck, the Graphic Designer, is directly responsible for the newsletter articles and workshop announcements. Newsletters have been very timely this past year and punctuality of the newsletter will continue in 2006 and 2007. The newsletter is also available through the LTAP website. Table 2 shows the amount of money budgeted (direct costs) for this task.

**Table 2: Newsletter Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$5,442.18
Benefits @ 47%	2,557.82
Printing	8,000.00
Supplies/Postage	2,000.00
<b>Total Direct Costs:</b>	<b>\$18,000.00</b>

## Task C – Provide Technology Transfer Materials

The library contains over 492 videotapes, 785 publications, and 107 sets of software, and continues to grow. The library and its contents are excellent sources of technology transfer material. LTAP will continue to increase the number of videotapes, publications and software available. Table 3 shows the amount of money budgeted (direct costs) for this task. New videos and DVD's will be purchased or obtained from other sources to keep the library current with Montana's needs.

**Table 3: Technology Transfer Materials Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$4,761.90
Benefits @ 47%	2,238.10
Supplies/Communications	1,400.00
Purchase Pool (videotapes/publications/etc.)	1,600.00
<b>Total Direct Costs:</b>	<b>\$10,000.00</b>

## Task D – Provide Information and On-Site Technical Assistance

In addition to technical assistance provided by the LTAP Director, the program will continue to contract with individuals who can offer expertise in a variety of subject areas and on-site technical assistance. At this time LTAP has identified two individuals who will be assisting us in 2006-07, Sam Gianfrancisco and Bart Kraus.

LTAP will continue to use the toll free "800" line. It has proven to be a productive and useful tool for our clients. Our website includes upcoming training opportunities and links to library lists, past and present newsletters, and other transportation sites. Table 4 shows the amount of money budgeted (direct costs) for this task.

**Table 4: Technical Assistance Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$14,960.63
Benefits @ 27%	4,039.37
Professional Services	9,000.00
Travel	3,000.00
Supplies/Communications	1,400.00
Minor Equipment	1,000.00
<b>Total Direct Costs:</b>	<b>\$33,400.00</b>

Currently we are using a listserv for the advisory board. Over 50 of the MACRS officers and county members are on an e-mail listserv. LTAP will continue to develop a listserv for public works directors and city officials. This will allow members to discuss new ideas for training or

solutions to problems. To set this system up, each member has to provide their email address. In 2006, local governments in Montana will be asked to subscribe to a similar listserv so that LTAP can be the source through which users can request information and can correspond with each other about problems and solutions.

We need to also update our software programs to meet our expectations.

## **Task E – Conduct or Arrange Seminars/Training Sessions**

LTAP will continue to publish a training calendar in the quarterly newsletter as well as specific course brochures. The following courses are proposed or scheduled for July 2006 through June 2007.

- Community and Personal Preparedness
- Storm Water Runoff
- Dump Truck Safety
- County Road Standards
- Reading Grade Stakes and Leveling with you
- Work Zone Traffic Control Technician and Supervision
- Montana Association of County Officials – MACO
- League of Cities and Towns Public Works Directors Meeting
- Sixth Annual Safety Congress – in conjunction with MACo-Risk Management Loss Control Conference
- MUTCD – Training of New Manual – APWA - Cities
- Summer and Winter Survival
- Loader Operations
- Forklift Operations
- Winter Maintenance
- SPCC - Spill Prevention Control & Countermeasures
- Gravel Roads Maintenance and Design Manual
- Equipment Training and Snow Rodeo
- Flagging (State-wide – Lewistown, Glendive, Bozeman, Billings, Butte, Havre, Kalispell, Wolf Point, Miles City, Missoula, Great Falls for MDT and local agencies)
- Leadership/Crew Supervision/New Commissioners and elected officials (MACRS District Meetings and APWA Meetings)
- Equipment Operations (Loader, Backhoe, Motor grader, Forklift) MACRS Annual Conference/District Meetings
- PASER – Road Management

Workshop handouts will be provided so that attendees can return and inform others not able to attend. Video sets, manuals, and CD presentations of some workshops will be made available for instructors to use.

For meetings, conferences and training sessions, the following summarizes allowable costs under this contract.

- (1) Facilities rental and necessary equipment
- (2) Supplies
- (3) Meals and coffee breaks (i.e., when meals are an integral part of a conference or meeting)

It will be necessary for us to purchase a new printer and computer hardware to update the equipment we have in our office. Table 5 shows the amount of money budgeted (direct costs) for this task.

**Table 5: Seminars/Training Sessions Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$101,350.44
Benefits @ 33%	32,949.56
Professional Services	36,000.00
Travel	16,109.95
Supplies*/Communications	13,772.67
Minor Equipment	3,000.00
<b>Total Direct Costs:</b>	<b>\$203,182.62</b>

\*Supplies include conference service costs related to workshop/seminars.

## Task F – Evaluation

Within this task, workshop evaluations will be summarized. A copy of the evaluation(s) will be on file and available upon request. In addition, a Quarterly Report will be submitted within thirty (30) days of the end of the quarter. The Quarterly Report will summarize work progress within each task and will be submitted to Sue Sillick, MDT, Bob Burkhart, FHWA, Brett Gunnink, Civil Engineering, MSU, and the LTAP Advisory Board. The annual work plan and budget will also be submitted to the LTAP Advisory Board.

An Advisory Committee meeting will be held a minimum of one time during the contract period. This allows input directly into the annual work plan. The purpose of the meeting will be to evaluate past activities and to review future plans to meet the needs of LTAP clients.

An annual, or final report, will be submitted to MDT, FHWA, and the LTAP Advisory Board at the end of the contract period. This report will document overall accomplishments and activities of the program over the contract period. Table 6 shows the amount of money budgeted (direct costs) for this task.

**Table 6: Evaluation Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$4,724.41
Benefits @ 27%	1,275.59
Travel	1,000.00
Supplies/Communications	500.00
<b>Total Direct Costs:</b>	<b>\$7,500.00</b>

## Task G – Special Projects

“Special Projects” include the improvement of the Work Zone Safety Guidelines Book and MUTCD to distribute to local agencies if funding is approved. These packages will be distributed again at the Sixth Annual Safety Congress Meeting January, 2007. These projects are programmed through funding from 402 funds and the Safety Section at MDT. The MUTCD will be provided for local governments at a cost of \$70.00 each, paid for by the 402 funds.

Table 7 shows the amount of money budgeted (direct costs) from LTAP funding for this task. Another option at the same funding level would be an Incident Management sign set and training.

**Table 7: Special Projects Proposed Budget**

Cost Categories	Annual Budget
Salaries	\$0.00
Benefits @ 27%	0.00
Professional Services (includes printing)	0.00
Supplies/Communications	0.00
<b>Total Direct Costs:</b>	<b>\$0.00</b>

Table A shows the breakdown of costs by tasks. The total budget for this year is \$340,000. Table B displays the budget with reference to source monies.



**Table A: Breakdown of Costs by Task**

<b>TASK</b>	<b>SALARY/ BENEFITS</b>	<b>PROF. SERVICES</b>	<b>TRAVEL</b>	<b>SUPPLIES/ COMMUN.</b>	<b>MINOR EQUIPMENT</b>	<b>SUBTOTAL</b>	<b>INDIRECT COSTS</b>	<b>TOTAL</b>
Mailing List	1,600.00	-	-	100.00	-	1,700.00	411.16	2,111.16
Newsletter	8,000.00	8,000.00	-	2,000.00	-	18,000.00	4,353.50	22,353.50
Library	7,000.00	-	-	3,000.00	-	10,000.00	2,418.61	12,418.61
Tech. Assistance	19,000.00	9,000.00	3,000.00	1,400.00	1,000.00	33,400.00	8,078.16	41,478.16
Training	134,300.00	36,000.00	16,109.95	13,772.67	3,000.00	203,182.62	49,141.99	252,324.61
Evaluation	6,000.00	-	1,000.00	500.00	-	7,500.00	1,813.96	9,313.96
Special Projects	-	-	-	-	-	-	-	-
<b>TOTAL COSTS</b>	175,900.00	53,000.00	20,109.95	20,772.67	4,000.00	273,782.62	66,217.38	340,000.00

Table B: Breakdown of Budget by Source

	FEDERAL HIGHWAY ADMINISTRATION	GAS TAX REVENUE Sec. 15- 70-101 (1(b.)) MCA	MSU EES	MDT SPR	TOTALS
<b>Salaries</b>					
Steven V. Jenkins, Director	82,530.00		2,000.00		84,530.00
Accounting Tech/Librarian		23,555.00			23,555.00
Michele Beck, Graphics/Librarian		19,643.00			19,643.00
Student Labor (2)				4,600.00	4,600.00
<b>Benefits</b>	23,143.00	20,330.00		99.00	43,572.00
<b>Subtotal: Salaries/Benefits</b>	<b>105,673.00</b>	<b>63,528.00</b>	<b>2,000.00</b>	<b>4,699.00</b>	<b>175,900.00</b>
<b>Professional Services</b>					
Bart Kraus (Workshop/Technical Assistance)	6,000.00				6,000.00
Sam Gianfrancisco (Workshop/Technical Assistance)	10,000.00				10,000.00
Other Professionals (Workshop/Technical Assistance)				35,000.00	35,000.00
Misc. (speakers, APWA, printing, etc.)		2,000.00			2,000.00
<b>Travel</b>	10,109.95	1,500.00		8,500.00	20,109.95
<b>Supplies/Communications</b>		12,305.00		8,467.67	20,772.67
<b>Minor Equipment</b>		4,000.00		-	4,000.00
<b>Subtotal: Direct Costs</b>	<b>26,109.95</b>	<b>19,805.00</b>	<b>-</b>	<b>51,967.67</b>	<b>97,882.62</b>
<b>TOTAL (Salaries/Benefits, Direct Costs)</b>	<b>131,782.95</b>	<b>83,333.00</b>	<b>2,000.00</b>	<b>56,666.67</b>	<b>273,782.62</b>
Indirect Costs (29% to FHWA, 20% to MDT)	38,217.05	16,667.00		11,333.33	66,217.38
<b>GRAND TOTAL</b>	<b>170,000.00</b>	<b>100,000.00</b>	<b>2,000.00</b>	<b>68,000.00</b>	<b>340,000.00</b>